

Purchasing Policy



Town of Erie Purchasing Policy

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Purchasing Policy

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Purchasing Policy

Section 1 – Purpose

The purpose of this Policy is to serve as a guideline for all purchasing activity and to standardize procurement procedures, and to:

- Procure goods and services at the lowest possible cost with the quality needed for effective use.
- Minimize or eliminate disruptions in operations resulting from the lack of materials, equipment, or supplies.
- Avoid duplication, waste, and inefficiency with respect to the procurement of goods and services.
- Provide appropriate budgetary and fiscal control over all municipal expenditures.
- Whenever possible, purchases should be made in accordance with sustainable purchasing guidelines created by the Environmental Services Department.

Section 2 – Roles & Responsibilities

Purchases are initiated by the various departments of the Town. The primary responsibilities of Town Departments include the following:

- Ensure all employees involved in the procurement process are familiar with purchasing policies and procedures.
- Anticipate purchasing requirements.
- Ensure adequate funds are available in the current year budget for the purchase.
- Take appropriate steps to ensure goods and services are purchased from qualified vendors in an efficient and effective manner.
- Obtain appropriate approvals throughout the purchasing process, with adequate supporting documentation, and ensure the appropriate budget line-item is charged in the accounting system.
- Ensure materials received and the quality of work or services rendered meet the purchasing or contract terms before approving payment.
- Maintain good relations with the Town's vendors.

The Finance Department is responsible for administering this Policy. Its primary responsibilities include the following:

- Maintain the Town's accounting system to ensure spending authorization limits pursuant to the approved budget and approval paths are current.
- Coordinate the Town's annual budget process so all departments request funding for purchases they anticipate making each year.
- Implement procedures and training to help ensure Town staff comply with this purchasing policy.
- Issue checks to vendors in a timely manner and maintain accounts payable records.
- Prescribe and maintain such forms as the Finance Department shall find reasonable and necessary to implement and support the purchasing procedures contained within this Policy.

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The Director of Finance may, at any time, authorize the Deputy Director of Finance to perform any duties of the Director of Finance under this Policy. The Director of Finance shall make this designation in writing to the Town Manager or designee.

Section 3 –Approval Authority Levels

Approval authority is granted on an individual basis. The various approval levels related to this Policy are as follows:

Initial Invoice/Requisition Amount:	Division Manager	Department Director	Director of Finance	Town Manager /Town Attorney	Town Council
Up to \$25,000	X				
\$25,000.01-\$50,000		X			
\$50,000.01-\$100,000		X	X		
\$100,000.01-\$150,000		X	X	X	
\$150,000.01 or greater		X	X	X	X

Expenditure requests for unbudgeted funds and any requests in excess of \$150,000.01 must be approved by the Town Council (the "Council"). The \$150,000.01 threshold represents the total contract amount, including any amendments and contingency. It is possible that subsequent amendments or change orders will change the signing authority requirements. The Town Attorney approval level is the same as the Town Manager, as the Town Attorney serves at the will of Council.

The Finance Department will keep a current list of designated staff authorized to approve Town expenditures. The list will include the full signature and initials of each authorized individual and the authorization level granted to that individual along with the authorized employee delegating authorization where applicable. It is each Department's responsibility to update these signatures when staff changes occur and provide those updates to the Finance Department before any approvals can be initiated in Tyler, or on invoices submitted to Accounts Payable for payment.

All contracts, including hourly or itemized professional services, must include a "not to exceed" amount in the contract that correlates with the available budget. There are some exceptions to this requirement, which are outlined in the "On Call Contracts" section below. If budget is not available at the time of entering into the contract, a budget transfer or supplemental appropriation request must be provided to ensure funds are available. Signing authority will then follow the "not to exceed" amount within the agreement.

No purchase shall be divided to circumvent the above approval levels. A contract or planned series of purchases for the same product or service within a calendar year shall be treated as a single purchase for purposes of this Section.

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Departments may require additional approval levels less than those in the table above to reflect intradepartmental procedures, but such requests are subject to approval by the Director of Finance and will be implemented only to the extent that the Town's purchasing system is able to support any such requests.

Sales tax must not be charged on any purchase by the Town. The Town's tax-exempt number is 98-04943-0000 and should be given to the vendor before the sale is completed. A copy of the Town's tax-exempt certificate is available on Launchpad.

Construction contracts generally include contingency amounts. Project Managers may include contingency in design and consulting agreements as needed. The following contingency guidelines should be used:

Design, Construction, Consultant Contingencies	
Project Cost	Contingency
\$ 0-25,000	20.0%
\$ 25,001-100,000	15.0%
\$ 100,001 - 500,000	12.5%
\$ 500,001 - 2,500,000	10.0%
\$ 2,500,001-10,000,000	7.5%
\$ 10,000,001 - 25,000,000	5.0%
Over \$25,000,000	NTE 5%

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Certain routine purchases of products or services that will exceed \$150,000 on an annual basis will not require Council approval other than by way of the Council 's approval of the annual budget and appropriations. Such purchases include without limitation: utilities, purchases of commodities (*e.g.*, vehicle fuel, chemicals used in the treatment of water and wastewater, materials used for snow and ice mitigation), critical operating supplies or equipment (*e.g.* pumps, motors, snow plow blades, street signals, etc.), accounting coordination and decree implementation of the Town's water portfolio, waste and biosolids disposal, legal services provided by the Town Attorney and special counsel, employee medical/dental/vision insurance and supporting insurance consulting services, workers' compensation insurance, and other required insurance. These expenditures will be presented to the Council as part of the annual budget process through an exhibit listing a description of the service or product, the provider, and the budgeted cost. In addition, certain disbursements that exceed \$150,000 will not require Council approval, including without limitation: reimbursements or payments required by agreements already approved by the Council, return of sureties, debt service, and authorized tax disbursements.

When a Department Director is out of the office, they may temporarily designate a staff member to approve invoices/requisitions in their absence up to the level of the Department Director's approval authority. Such designation shall be in writing (or via email) and provided to the Director of Finance.

Section 4 – Check Requests

Requirements for disbursement requests not related to a Purchase Order ("PO") (see [Section 6](#)) are as follows:

- Disbursement requests not requiring or related to a PO may be submitted directly to Finance for payment. Disbursements of this type may be submitted either using a properly completed and approved Check Request Form or by submitting the invoice using the Finance-approved invoice stamp and providing the required information and approval. If all required information is not included, the invoice/check request will be returned to the requestor.
- Employee expense reimbursements should be submitted on an Employee Expense Reimbursement Form, although a Check Request Form may be used if a single item is being reimbursed. All supporting receipts and documentation should be attached to the Employee Expense Reimbursement Form. Requests for reimbursement are to be approved by the employee's supervisor, and at least one individual with approval authority as reflected in Section 3 (which may be the

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supervisor). Requests for reimbursement by members of the Council and the Town Manager do not require formal approval and should be submitted to the Director of Finance for signature and processing. Copies of reimbursement requests from Council will be provided to all members of the Council.

- If documentation needs to be included with the check to be sent to the payee, the staff member making the request should make a copy and include the documents in the check request for the Finance Department to send to the vendor after the check is issued.
- Payments will not be made from beginning or past due balances or statements. If a vendor only provides statements, other appropriate documentation is to be provided supporting the charges to be paid.

Section 5 – Purchasing Cards

The Town has issued credit cards to certain staff. Policy and procedures for use of these cards are addressed in a separate Town of Erie Purchasing Card Policy & User Guide. All applicable portions of this purchasing policy apply to use of Town purchasing cards. Split purchases with credit cards are not permitted if they are made to circumvent this policy.

Section 6 – Purchase Orders

A Purchase Order ("PO") is required for purchases of goods that total more than \$25,000. There are two types of POs. A Blanket PO is a purchase order issued for repetitive purchases to be made from the same vendor over an extended period of time (usually not to exceed one year), and should be used (and identified in the accounting system) where the total amount is greater than \$25,000 within one year, even if it will be invoiced in increments less than \$25,000. A Standard PO is any PO that is not a Blanket PO.

Procedures for issuance of a PO are as follows:

- 1.) The Requesting Department enters a requisition to the Town's accounting system, ensuring use of the appropriate budget line item(s) and attaching supporting documentation. Supporting documentation includes quotes or associated contract and scope of work. (See Sections 8, 9 and 10)
- 2.) When entering the general ledger account number, the accounting system will indicate if adequate budgetary funds are available. If adequate funds are not available, a budget transfer request must be submitted to the Finance Department before the Requisition will be approved. If the shortfall in funds is less than \$5,000, departments can provide an alternative line item that will offset the cost. This line item must be identified in the notes for the Requisition, or it will not be approved. Additionally, if the alternative line item puts the budget of the department over appropriation, the requisition will not be approved. If the Requisition is pursuant to a previously approved Council resolution, a copy of the resolution should be attached to the Requisition.
- 3.) If the Requisition needs funds in excess of \$5,000, the department should submit a budget adjustment to the budget team, via the budget adjustment process, which can be found on Launchpad. Once the budget adjustment is completed and confirmed by budget staff, the requisition can be approved.

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- 4.) Authorized department personnel shall review the Requisition. If all requirements are met, the Requisition shall be routed to the Grants Manager or designee for confirmation of vendor status in SAM.gov, then approved in the accounting system. A budget approval level must be completed before subsequent levels can be approved. Do not bypass other approval levels or your requisition approval may be delayed
- 5.) The accounting system will automatically route the department-approved Requisition to the Director of Finance for review and approval as appropriate and then to the Town Manager if required for review and approval.
- 6.) Once all appropriate approvals have been obtained, the Finance Department will issue a PO through the accounting system. The amount of the PO will be encumbered for the budget line item(s) to which the Requisition was posted.
- 7.) Purchases requiring approval by the Council must first be submitted to the Council via a board resolution before entering the requisition to the accounting system. After receiving Council approval, the process described in Steps 1-5 can be initiated. Documentation showing Council approval should be attached to the Requisition in the accounting system. Documentation should include, at a minimum, the signed resolution and contract, Council cover memo. Other documents that may be requested include quotes, pricing information, and/or approvals for sole source or cooperative purchasing, if applicable.

Should a vendor require a PO for transactions of \$25,000 or less, a requisition may be entered into the accounting system, and a PO will be issued.

General requirements for disbursement requests for invoices related to POs include all the requirements as described above. Additional requirements for invoices associated with POs are as follows:

- Appropriate approvals should be made on the invoice or check request form, with the PO number noted on the request. If there are multiple line items on the PO, the invoice should indicate the related line item and amount for each line on the check request form found on the Finance Launchpad site. The use of a stamp with account numbers and approval signatures is also acceptable. If the initial requisitions were approved using the approval levels in Section 3, the invoices do not need to follow the same approval levels, to avoid redundancy; however, invoices in excess of \$25,000 being paid under a PO require approval of the department Director or designee.
- If the request is a progress payment for a capital project, a shall also be completed when appropriate and approved and included with other supporting documentation.
- If the payment request represents the final payment under a PO, it should be noted on the invoice that this is the final payment and that the PO needs to be closed so that any remaining funds encumbered by the PO may be released. Closed contracts may be audited against encumbrances before year-end roll to ensure funds are not being distributed for expired uses.

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Section 7 – Solicitation Thresholds

Solicitation Thresholds	
Purchase Amount	Requirement
\$0-25,000 Or \$0- \$15,000 for Grants	One written or electronic quote is required.
\$ 25,000.01-\$150,000	Written/ Electronic quotes from at least two vendors is required
\$ 150,000.01 +	Formal bidding required
\$50,000 – Capital Only	Formal bidding required

All purchases are subject to the following thresholds determine whether informal quotes or formal competitive bidding is required:

- \$25,000 or less – One written quote is required; quotes from at least two vendors are recommended but not required. This can be accomplished via written or electronic requests. **For use of grant funds:** In most cases, micro-purchases may be made when the aggregate amount of the transaction under the federal grant award does not exceed the micro-purchase threshold established in the FAR, which is currently **\$15,000** for most transactions. In such instances, the recipient or subrecipient may award micro-purchases without soliciting competitive price or rate quotations if the recipient or subrecipient considers the price reasonable based on research, experience, and purchase history and maintains documents supporting such a conclusion.

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- \$25,000.01 - \$100,000 – (or \$15,000.01-\$100,000.01 for grants) written quotes from at least two vendors are required. Obtaining multiple quotes means that the service or product will be the same on all quotes. If vendors will be supplying quotes with varying products/ services, this constitutes doing a formal bid. Generally, the lowest quote should be selected, as all services should be uniform between quotes. If there is a reason to obtain quotes but choose the higher dollar option, sufficient justification must be provided and approved by Finance staff. Quotes can be via mail, fax, or email. After evaluation of the quote responses, the reason for selecting a particular quote must be documented. If less than two quotes are obtained, valid justification must be documented for the sole- source purchase (see Section 10). For repetitive purchases within a calendar year, it is not necessary to obtain quotes with each purchase.
- Greater than \$100,000 – Formal competitive bidding is required.

Capital Purchasing:

Capital expenditures are subject to the \$50,000 threshold exclusively. Bidding cannot be bypassed by using two quotes. All capital expenditures of \$50,000 or more requires formal competitive bidding, unless the capital expenditure is subject to Section 8 – Cooperative Purchasing.

- a. A capital improvement is a project or effort that acquires, designs, maintains, improves, or constructs a capital asset such as buildings, streets, bridges, parks and playgrounds, public art, or other real property of a permanent nature. These capital assets typically have a useful life of three years or more and an initial, individual cost of more than \$10,000. There are five capital portfolios, not including capital outlays (equipment); the primary portfolios of Buildings and Facilities, Transportation/Streets, Utilities (Water/Sewer/Storm), and Parks & Recreation comprise the majority of the Capital Improvement Program.

The Department acquiring the goods or overseeing the construction is responsible providing the documentation associated with the solicitation to the Town Clerk's office for retention in the Town's records system. The competitive bidding steps taken (based on the solicitation levels above) should be documented in the "Detailed Description" box on the requisition in the accounting system. This includes all quotes, bid summary documents, Council approval, multiple quotes, and sole source documentation if applicable.

Formal Competitive Bidding

Please see the [SOP](#) directions on how to complete a formal bid.

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Section 8 – Cooperative Purchasing

Local governments benefit from joint purchasing by pooling and consolidating their common needs. The same dollar thresholds and approvals still apply to cooperative purchases, except as noted below. The Town may use State of Colorado bids (solicited through the Bid Information and Distribution System), bids from the Multiple Assembly of Procurement Officials (MAPO), General Services Administration (GSA), HGACBuy, Sourcewell, or other cooperative purchasing options to obtain the benefit of the pricing available through those procurement systems. Similar organizations may be added to the above list with the approval of the Director of Finance and after a review of the contract provisions by the Town Attorney.

- Use of cooperative purchasing for goods, services, and capital projects up to \$500,000 are allowable without Town bid/RFP requirements.
- Any use of cooperative bidding must be approved by Finance and Legal before purchase using the "Sole Source" form.
- Finance reserves the right to cost compare cooperative prices before purchases and override the use of the coop if the Town is not receiving the best price.
- The list of allowable cooperatives will be maintained by Finance and Legal will review the contracts yearly. No coop will be added without approval from Finance and Legal.
- All cooperatives/piggybacking must demonstrate the agreement or contract has been formally competed or renewed within the last 12 months by the federal, state, county, city government agency, or other quasi-government agency.
- For approvals of construction projects or capital purchases, the use of the coop must be explicitly noted in the agenda memo for transparency and disclosure to Council.

Section 9 – On Call Contracts

Departments may choose to utilize "on call" or blanket contracts for certain services that are needed on an ad hoc basis. Contracts for "on call" services can be multi-departmental and utilize several budgets towards the overall "not to exceed" amount identified in the contract. "On call" contracts must show a "not to exceed" amount less than or equal to \$500,000.

If a larger "not to exceed" is required, departments must present a cumulative/multidepartment approved budget amount as justification for a larger contract amount. Departments will utilize task orders to charge services against the contract but must submit through the requisition process to ensure oversight of Finance on the costs charged against the total contract amount.

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Section 10 – Sole Source Purchases

Sole source purchases may be made if there is only one good or service that can reasonably meet the need and there is only one vendor who can provide the good or service, a manufacturer only sells directly or exclusively through one regional or national representative, maintenance or repair by the original equipment manufacturer (“OEM”) is required and the manufacturer does not have multiple agents to perform these services, or patented or copyrighted materials only available from the patent or copyright holder. An item being a “sole brand” or “sole manufacturer” does not automatically qualify. Even if a purchase is the “sole brand” or “sole manufacturer”, the requester must verify whether there are multiple distributors. If there are multiple distributors, there must be competition among the distributors.

All sole source purchases must be in the best interest of the Town. It may also be appropriate for a sole source purchase using a particular vendor.

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If the Requesting Department believes use of a sole source provider is appropriate, a Sole Source justification form supporting this decision shall be included with the requisition and approved by the Department Director. This documentation must be submitted to the Director of Finance as an attachment in the accounting system or included in the detailed description of the requisition. If the Director of Finance does not approve a sole source purchase, the Department must follow the solicitation process described above.

Section 11 – Local Vendors

To encourage purchasing from within the Town, it is the policy of the Town to recognize and solicit quotes or bids from local vendors. Whenever such local sources exist and are competitive, purchases should be made from local vendors, provided that the remainder of this Policy still applies.

Section 12 – New Vendors & Changes

Departments wishing to do business with a new vendor shall provide the vendor with a New Vendor Packet, which includes information regarding the Town's purchasing process, a New Vendor Form, and a W-9 Form. Vendors must complete and return both the New Vendor Form and the W-9 Form. If the W-9 is not provided to Finance, the request will be returned to the requester. Finance staff will attach the New Vendor Form and the W9 to the vendor record in the accounting system.

Any changes to remittance address, contact information, or similar changes to vendor information should be made using the Vendor Change Form. Substantive changes to the contract cannot be made using the Vendor Change Form. The vendor should indicate on the form the information changing (both the old and new information). Finance staff will verify the changes using an original contact person and phone number, documenting the action and attaching it to the vendor record in the accounting system at the time the change is made.

Section 13 – Purchase Order Change Orders/Amendments

A PO Change Order/Amendment is any increase or decrease in the approved amount of a previously issued PO. For change orders/amendments that increase the amount of a PO, the same required approval levels set forth in Section 3 are applicable.

Section 14 – Contract Terms/Town Attorney Review

All contracts and services agreements, cooperative contracts, or vendor terms and conditions must be reviewed by the Town Attorney's Office. All contracts and service agreements should use the Town's standard form; exceptions can only be approved by the Town Attorney. All contracts should contain a "not to exceed" dollar amount and official term dates (i.e. This is a one-year agreement with the option of two one-year renewals.) Work with the legal department to establish the correct term for your agreement.

Quotes or invoices containing terms or linked terms via URL must be PDF'd, date stamped and reviewed by the Town Attorney's Office. Linked terms cannot be accepted without

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review.

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Section 15 – Real Estate Acquisitions

All purchases of real estate or similar interests must be approved by the Town Manager and the Council. Purchases of real estate fall into two categories – open space purchases and all other real estate purchases.

Open Space Purchases – General procedures for the purchase of open space include the following:

- Purchases of open space will generally originate with the Open Space and Trails Advisory Board (OSTAB) based on recommendations from staff and outside professionals retained by staff, although the Council may also identify possible parcels for acquisition by the Town.
- A written report on the parcel, including estimates of its fair market value, shall be prepared by staff in coordination with OSTAB and the consultant.
- Based on the above-mentioned report, OSTAB will determine whether they believe it appropriate to recommend to the Council that formal negotiations be entered into to acquire the parcel, taking into consideration available funds and other parcels the Town might want to acquire.
- If, following the appraisal, OSTAB continues to recommend the purchase, Town staff shall prepare a formal report documenting the reason for the recommendation and including the appraisal, and present the report and appraisal to the Council. If the Council agrees with the recommendation, staff will be directed to conduct negotiations for purchase of the property.

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Other Real Estate Purchases - General procedures for the purchase of real estate other than open space include the following:

- Purchases of other real estate will generally be initiated upon the recommendation of the Town Manager. Under certain circumstances the Council will direct the Town Manager to conduct a review of a particular parcel for possible acquisition.
- Town staff will conduct a review of the parcel to determine its suitability for the intended purpose and estimate its fair market value. Consultants may be utilized to assist in this review.
- Town staff will obtain an appraisal of the property.
- The Town Manager will submit a written report to the Council, documenting the results of the review described above, including the appraisal, and Town staff's recommendation. If the Council agrees with the recommendation, the Council will direct staff to conduct negotiations for purchase of the property.

Section 16 – Technology Procurement

The Information Technology (IT) Department supports Town-owned computer hardware, software, and peripherals in ways that ensure convenient, reliable and secure computing. To maintain network and application integrity, the IT Department and the Finance Department are responsible for endorsing technology purchases that are sustainable, compatible with existing systems, and can be efficiently supported.

This section applies to all technology resources and related services owned, used or operated by the Town, regardless of the source of funding, location or intended purpose. These resources include without limitation: computers and servers; software and information systems; technology services, consulting, and maintenance contracts; peripheral equipment, network devices, television, audiovisual, surveillance, and projection equipment, and door locking, alarm, and environmental monitoring equipment.

All IT-related procurement plans, strategies, and software, including on-premise and cloud-based services and systems, must:

- The software should be budgeted in the current year's budget, and you should have the GL account available for Finance to review.
- The software should not be duplicative of another purchase.
 - IT can support you in reviewing what software we use and where redundancies exist.
- Contracts and/or terms and conditions should be reviewed by legal before approval.
 - Work with the Town Attorney's office on any term review.

After these items are addressed, you can send the software request on the online form:

[Software Questionnaire and Request Form](#) (Form can also be found on the IT LaunchPad page).

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Regardless of cost, the following items must have IT approval prior to purchase:

All Hardware ([Hardware Request Form](#), form can be found on the IT LaunchPad page):

- Desktops, Laptops, Tablets
- Monitors, Docks, Hard Drives
- Copiers, Printers, Scanners
- Cell Phones, Desk Phones
- Servers, Routers, Switches
- Video Security, Camera Systems

Software:

- On-premises (Locally installed)
- Cloud-based
- Subscription
- Enterprise Agreements

This section does not apply to the Town's industrial control and Supervisory Control and Data Acquisition (SCADA) systems, which fall under the direct control and purview of the Utilities Department. However, both Departments are encouraged to confer regularly to look for efficiencies where appropriate to maintain similar equipment and spare supplies as well as confer on best management practices and security approaches.

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Section 17 – Miscellaneous Purchases

Gift Cards/Certificates – When purchasing gift cards/certificates for distribution, the Department is responsible for keeping a log of purchases and distributions of the gift cards. This log is subject to audit by Finance Department staff. Gift cards purchased but not yet distributed should be treated like cash and secured at all times. Any gift cards/certificates purchased for an employee of the Town is taxable through payroll and must be pre-approved by the Director of Finance in writing. A listing of employees receiving gift cards must be submitted to payroll for processing.

Personal Purchases - No personal purchases may be made using Town funds, even with employee reimbursement.

Professional Dues and Licenses - Professional dues, licenses, and memberships to associations and organizations that benefit the Town will be paid from Town funds, but shall be the responsibility of the employee to obtain and maintain, including without limitation professional engineer or attorney licenses, water/wastewater treatment operator's licenses, and professional certifications.

Surplus Property - See the Salvage/Surplus Disposal Policy for information on the policy and related procedures.

Travel – For Town-related travel expenses please see the Business and Travel Expense Reimbursement policy.

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Section 18 – Emergency Procurement

Notwithstanding any other provision of this policy, the Town Manager or designee may make or authorize others to make emergency procurement when there exists a threat to public health, welfare, or safety under emergency conditions. The required purchasing procedures stipulated in other areas of this policy may be waived for emergency purchases where necessary. A written determination of the basis for emergency and for the purchase or selection of the particular vendor or contractor shall be included with the purchase documentation. A summary of all emergency purchases shall be submitted for review by the Council at the earliest meeting possible if in excess of \$150,000.

Section 19 – Audit Procedures

Periodically, Finance staff will review samples of requisitions/POs, check requests, new vendor requests and remittance address changes to ensure that Town staff is complying with policy. Errors/violations of policy will be communicated to the Director of Finance and Department Directors, as appropriate, in addition to communicating with the responsible staff. Additional training will be provided or other appropriate actions taken as required.

Section 20 – Definitions

Capital Expenditure – An expenditure which results in the acquisition of or addition to fixed assets. Examples of fixed assets include streets, sidewalks, water or wastewater facilities, flood control facilities, traffic control devices, street lighting, parks, public structures, vehicles, certain equipment and real estate purchases. Capital assets have a useful life greater than one year.

Cooperative Purchasing - Cooperative purchasing involves sharing procurement contracts between governments. Cooperative procurement contracts are usually based on the common requirements of multiple governments. There are several types of cooperative purchasing arrangements, but the type the Town will use the majority of the time will be so-called "piggyback" options, which occur when one or more organizations represent their requirements and include an option for other organizations to "ride" or "bridge" the contract as awarded.

Emergency Conditions – Situations in which the health, welfare, or safety of employees or the public are endangered, including instances when immediate repair to Town property, equipment, or vehicles is necessary under the circumstances mentioned above, as well as federal, state or locally declared disasters.

Encumbered – Budgeted funds that are committed and reserved but not yet expended for the purchase of a specific good or service.

Requesting Department – The department asking to purchase goods or services to be used for Town business.

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Requisition – Process in the Town’s accounting system to initiate the issuance of a PO.

Sole Source Purchase – A procurement of goods or services that can only be obtained from a single supplier capable of meeting all specifications and purchase requirements.